CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
CANCER REGISTRAR	**29**	**E**	**10.227**

Under general supervision, Cancer Registrars maintain the statewide Cancer Registry, ensuring the accurate and uniform maintenance of cancer data; perform data quality assurance checks to verify data completeness, accuracy, and avoid duplication; and work with participating organizations to ensure the timely and accurate reporting of cancer information as required by State and federal law.

Integrate data from reporting healthcare facilities, abstractors and other sources into a centralized database; transcribe abstracted information into numerical codes; apply edit checks and correct data as required; identify additional primary sites; request physician updates; consult hospital re-admittance records; and review vital statistics for death certificate issuance to identify and report on cancer cases.

Perform quality assurance checks on abstracted medical data; request medical charts for re-abstraction and perform audits; compare data collected from medical charts to data previously reported; evaluate the extent of data discrepancies and prioritize the need for corrective action; research and correct data as necessary.

Assess the timely reporting of required cancer cases by participating facilities; estimate caseload and calculate percentage reporting which occurs within established time frames.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

* Incumbents must obtain certification as a Certified Tumor Registrar (CTR) issued by the National Cancer Registrars Association (NCRA) within two years of appointment, and they must maintain certification as a condition of employment.

EDUCATION AND EXPERIENCE: Two years of experience in a medical records department of an inpatient acute care hospital processing medical charts which includes assembling, coding, and analysis of medical records and three post-secondary semester credit hours which included anatomy and physiology and five post-secondary semester credit hours of medical terminology; **OR** three years of experience as a medical records abstractor; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: human anatomy, histology, and physiology and effects of cancer on the human body; medical records system procedures and processes; medical terminology; cancer treatment modalities including therapies and surgical procedures. **General knowledge of:** normal and abnormal laboratory values related to the diagnosis and treatment of cancer; computer systems data entry and database management. **Ability to:** gather, edit and evaluate data which may be conflicting and/or incomplete; read and interpret medical records to obtain information concerning the treatment, remission or progression of cancer; communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: ICD-O and North American Association of Central Cancer Registries (NAACCR) coding standards for computer entry; statistical compilation, reporting and interpretation; NRS Chapter 457, Center for Disease Control (CDC), and NAACCR standards governing cancer reporting and cancer registry requirements. **Ability to:** prepare graphs, and statistical and narrative reports of a technical nature; interpret coded computer reports.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

<u>10.227</u>

ESTABLISHED:	8/15/80R
	12/12/80PAC
REVISED:	12/19/85-12
REVISED:	7/1/89P
	8/19/88PC
REVISED:	7/1/99P
	10/2/98PC
REVISED:	7/5/02UC